# Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER: 180-10068-10336

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

**December 8, 1995** 

**Status of Document:** Postponed in Part

## Number of releases of previously postponed information: 7

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

## **Number of Postponements: 5**

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

**Board Review Completed: 10/24/95** 

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note)." Case#:NW 88326 Date: 2025

Date: 08/20/93 Page: 1

JFK ASSASSINATION SYSTEM

#### IDENTIFICATION FORM

### AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER: 180-10068-10336

RECORDS SERIES: STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

#### DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM:

TO:

TITLE:

DATE: 12/30/77

PAGES: 7

SUBJECTS:

HSCA, ADMINISTRATION

DOWNEY, JANE

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U
RESTRICTIONS: 3
CURRENT STATUS: P

DATE OF LAST REVIEW: 07/07/93

OPENING CRITERIA:

COMMENTS:

Box #:1.

## PAYROL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)



(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

		Effective Date		
Jane L. Downey	3/6/79			
Employee Social Security Number	Type of Action			
454-52-5820	1 ''	☐ Appointment ☐ Salary Adjustment		
Employing Office or Committee/Subcommittee	☐ Title Change			
Rep. Harold S. Sawyer	Leave	ation (At close of business on effective date) without pay (Beginning with effective date above and endin of business		
<u> </u>	Ciose	Specify Date		
(If type of action is an Appointment, Salary Adjustment, or Title Cha	inge, compl	ete appropriate information below.)		
Position Title		Gross Annual Salary*		
Staff Assistant		9,984.72		
* If employee is a civil service annuitant (includes U.S. House of Representatives), the g plus the salary received from the employing office.	gross annual sc	lary shown should include the annuity received by the emplo		
If Committee Employee, complete appropriate item below.)				
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professio	nal.			
2.   Special (Investigative staff of Standing Committee) or S	Select Comn	nittee: Authority—H. ResofCongres		
3.   Joint Committee.				
(If Employee of an Officer of the House, complete item below.)				
Position NumberIf applicable, Level				
rosmon rombern applicable, Level		U		
	•	F		
I certify that this authorization is not in violation relatives.	of 5 U.S			
relatives.	of 5 U.S			
relatives.	of 5 U.S			
Date February 13 , 1979	// / / / / / / / / / / / / / / / / / /	.C. 3110(b), prohibiting the employment of Sawyer sawyer the employment of Authorizing Official)		
Date February 13 , 1979  (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	Harold S	C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  Sawyer  (Type or print name of Authorizing Official)		
Date February 13 , 1979  (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	Harold S	.C. 3110(b), prohibiting the employment of Sauce (Signature of Authorizing Official)  Sawyer		
Colore February 13 , 1979  (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  (Type or print name and title of above official)  All appointments and salary adjustments for employees unployees, except those of the Committee on Appropriations, the Colorest	Harold S 5th Dist	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  (Use Classification Act and for Committee em		
Comparison of Subcommittee Chairman or Ranking Minority Member)  (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  (Type or print name and title of above official)  All appointments and salary adjustments for employees unpoloyees, except those of the Committee on Appropriations, the Committee on Appropriations and the Committee on Appro	Harold S  5th Dist  der the Ho	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  (Use Classification Act and for Committee em		
DateFebruary 13	Harold S  5th Dist  der the Ho	C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  Sawyer  (Type or print name of Authorizing Official)  Crict - Michigan  (Title-If Member, District and State)  Fuse Classification Act and for Committee emment the Budget, and the Joint Committees, mus		
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(Revised: August 1, 1977)

ORIGINAL — To Finance Office (For official personnel folder)

PAYROLL THORIZ TION FORM  (Please Use Typewriter U.S. HOUSE OF REPROPERTY OF Ballpoint Pen)  Washington, D.C.		IVE ()	(Any erasures on this form authorizing of	, corrections, or changes must be initialed by the ficial.)
To the Clerk of he louse of Representatives:				
I hereby authorize the following payroll action:				
t hereby demorize the following payroll action:				
Employee Name (First-Middle-Last)	1		Effective Dat	2
Jane L. Downey	3/1	/79		
Employee Social Security Number	1		Type of Actio	n
454-52-5820	☐ Appointment			
Employing Office or Committee/Subcommittee		-	•	
Rep. Harold S. Sawyer	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and close of business			tive date above and ending
(If type of action is an Appointment, Salary Adjustment, or Title Chan	ge, comple	te appropri	ate information	n below.)
Position Title			Gross Annua	
Staff Assistant		45,5	76.60	ii outury
<ol> <li>(If Committee Employee, complete appropriate item below.)</li> <li>1. □ Standing Committee: Staff—□ Clerical or □ Professions</li> <li>2. □ Special (Investigative staff of Standing Committee) or Section □</li> <li>3. □ Joint Committee.</li> </ol>		ttee: Autho	rity—H. Res	ofCongress.
(If Employee of an Officer of the House, complete item below.)	•			
Position NumberIf applicable, Level	Step			
I certify that this authorization is not in violation of relatives.  DateFebruary 13	of 5 U.S.C	al	prohibiting  Situation  Authorizing Official	
	Haro	old S. S		
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	(	Type or print no	me of Authorizing Off	·
(Type or print name and title of above official)	)th		t - Michigan District and State	
All appointments and salary adjustments for employees under ployees, except those of the Committee on Appropriations, the Combe approved by the Committee on House Administration.	er the Hous	se Classifice the Budge	ation Act and t, and the Join	for Committee em-
APPROVED:	Chair	man Committe	e on House Admini	stration

ORIGINAL — To Finance Office (For official personnel folder)

(Revised: August 1, 1977)

## PAYROLE AUTHORIZATION FORM

(Please Use Type writer or Ballpoint Fen)

# U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

## To the Clerk of the House of Representatives:

hereby authorize the rollowing payroll action:	Effective Date		
Employee Name (First-Middle-Last)	2/1/79		
Jane L. Downey	Type of Action		
Employee Social Security Number			
454-52-5820			
Employing Office or Committee/Subcommittee	☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above an		
Rep. Harold S. Sawyer	Close of businessSpecify Date		
		to appropriate information below.)	
type of action is an Appointment, Salary Adjustment, or Title Ch	ange, compiet	Gross Annual Salary*	
Position Title		9,984.72	
Staff Assistant			
Staff Assistant  If employee is a civil service annuitant (includes U.S. House of Representatives), the salary received from the employing office.	gross annual sal	ui) mom -	
f Committee Employee, complete appropriate item below.)			
<ol> <li>Standing Committee: Staff—□ Clerical or □ Profess</li> <li>□ Special (Investigative staff of Standing Committee) or</li> </ol>	sional.	-ittee: Authority-H. ResofCon	
( of Sanding Committee) of	r Select Comm	Ulliagt Variation	
2.   Special (Investigative staff of Standing Committee)			
3.   Joint Committee.			
<ol> <li>Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below</li> <li>If applicable, Level</li> </ol>	c.) Ste	ep	
3. ☐ Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	c.) Ste	S.C. 3110(b), prohibiting the employment	
3.   Joint Committee.  (If Employee of an Officer of the House, complete item below Position Number	c.) Ste	S.C. 3110(b), prohibiting the employment	
3.   Joint Committee.  (If Employee of an Officer of the House, complete item below Position Number	Sie on of 5 U.	S.C. 3110(b), prohibiting the employments of Authorizing Officially	
3.   Joint Committee.  (If Employee of an Officer of the House, complete item below Position Number	on of 5 U.	S.C. 3110(b), prohibiting the employments  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Istrict - Michigan	
3.   Joint Committee.  (If Employee of an Officer of the House, complete item below Position Number	Steen of 5 U. Harol	S.C. 31.10(b), prohibiting the employments  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Little: If Member, District and Shate)	
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(If Employee of an Officer of the House, complete item below Position Number	Ste on of 5 U.  Blurol  Sth D  s under the ne Committee	S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  d.S. Shwyer (Irre or print name of Authorizing Official)  (Istrict - Michigan  (Itale: If Member, District and Shate)  House Classification Act and for Committees on the Budget, and the Joint Committees	

ORIGINAL -- To Finance Office (For official personnel folder)

## PAYROLL AUTHORIZATION FORM

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES on this form must be initialed by the authorizing official.)

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date		
Jane I. Downey	March 1, 1978		
Employee Social Security Number	Type of Action		
454-52-5820	☐ Appointment		
Employing Office or Committee/Subcommittee	☐ Title Change		
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and endiclose of business		
If type of action is an Appointment, Salary Adjustment, or Title Cha	nge, complete appropriate information below.)		
Position Title	Gross Annual Salary*		
Researcher	\$18,000		
* If employee is a civil service annuitant (includes U.S. House of Representatives), the gibbs the salary received from the employing office.	pross annual salary shown should include the annuity received by the empl		
f Committee Employee, complete appropriate item below.)			
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession	nal. The commence of the comme		
Z. 브링OPECIAL INVESTIGATIVE STATE OF Standing Committee Lor St	elect Committee, Authority H. Doc 1970 of 1970 c.		
<ul> <li>2.  Special (Investigative staff of Standing Committee) or Sometimes.</li> <li>3.  Joint Committee.</li> <li>If Employee of an Officer of the House, complete item below.)</li> </ul>	elect Committee: Authority—H. Res. 220 of 220 Congre		
3.   Joint Committee.  f Employee of an Officer of the House, complete item below.)  Position Number	Step		
3. □ Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	Step		
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	Step of 5 U.S.C. 3110(b), prohibiting the employment		
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	Step		
3.   If Employee of an Officer of the House, complete item below.)  Position Number	Step of 5 U.S.C. 3110(b), prohibiting the employment		
3.  Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	Step of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)		
3.  Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  IIS STOKES  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  der. the House Classification Act and for Committee em		
3.  Joint Committee.  If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  IIS STOKES  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  der. the House Classification Act and for Committee em		
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3.   If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C. 31.10(b), prohibiting the employment  (Signature of Authorizing Official)  IIS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  der, the House Classification Act and for Committee employment		

Gopy for Initiating Office or Committee

## PAYROLL AUTHORIZATION FORM

## (Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Jane L. Downey	December 30, 1977
Employee Social Security Number	Type of Action
454-52-5820	Appointment  □ Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business)  Specify Date
If type of action is an Appointment, Salary Adjustment, or Title C	hange, complete appropriate information below.)
Position Title	Gross Annual Salary*
Secretary	\$15,000
* If employee is a civil service annuitant (includes U.S. House of Representatives), the plus the salary received from the employing office.	e gross annual salary shown should include the annuity received by the employe
If Committee Employee, complete appropriate item below.)	en e
ALIVINES CONTRACTOR OF THE CON	en de la companya de La companya de la com
3. Standing Committee: Staff— Clerical or Profess	
	r Select Committee: Authority—H. Res. 455_of _956 Congress.
{       Oint ( Ommittee	
3.   Joint Committee.	
If Employee of an Officer of the House, complete item below.	
If Employee of an Officer of the House, complete item below.  Position Number	Step
If Employee of an Officer of the House, complete item below.  Position Number	Step
If Employee of an Officer of the House, complete item below.  Position Number	Step
If Employee of an Officer of the House, complete item below.  Position Number	Step
If Employee of an Officer of the House, complete item below.  Position Number	n of 5 U.S.C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)
Position NumberIf applicable, Level	Step
(If Employee of an Officer of the House, complete item below.  Position Number	Step
Position Number	Step
If Employee of an Officer of the House, complete item below.  Position Number	Step
Position Number	StepStep
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Position Number	Step

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Copy for Initiating Office or Committee

## MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

brother-in-law father nephew mother niece sister-in-law stepfather husband son stepmother wife daughter father-in-law stepbrother brother mother-in-law stepsister sister half-brother son-in-law uncle half-sister daughter-in-law aunt first cousin

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

Ø I	am not related	d to any curren	t (95th Con	gress) Memb	er of Congress
	am related to Please specify	a current (95tl	n Congress)	Member of	Congress.
	riease specify				

12-30-7-

## $\underline{\mathtt{M}} \ \underline{\mathtt{E}} \ \underline{\mathtt{M}} \ \underline{\mathtt{O}} \ \underline{\mathtt{R}} \ \underline{\mathtt{A}} \ \underline{\mathtt{N}} \ \underline{\mathtt{D}} \ \underline{\mathtt{U}} \ \underline{\mathtt{M}}$

TO: Thomas Howarth, Budget Officer

Elizabeth Berning, Chief Clerk

FROM: I. Charles Mathews, Special Counsel  $\mathcal{N}$   $\mathcal{C}$ .  $\mathcal{N}$ 

DATE: December 21, 1977

RE: Ms. Jane Downey

This memorandum is to advise you that Ms. Jane L. Downey has accepted the position of Secretary with the John F. Kennedy Task Force. Her starting date will be December 28, 1977, and her starting salary will be \$15,000.00.

Your cooperation will be greatly appreciated in familiarizing Ms. Downey with staff procedures and welcoming her aboard.

ICM: jl